SCHOOL FINANCE MEMORANDUM 14-030

State of Arizona
Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: January 28, 2014

SUBJECT: School Finance Updates

General Updates

1) School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (http://www.azed.gov/finance/category/hot-topics/). These same Hot Topics can also be found on our home page at http://www.azed.gov/finance/ .

2) Updating Your Contact Information

Please make sure that your contact information is up to date. Any changes to entities should be sent to your LEA Account Analyst. Changes related to individuals should be sent to enterprise@azed.gov.

3) Business Rules and Presentations

Business Rules and Presentations web address has changed. The new address is listed in HOT TOPICS and is linked here as well.
http://www.azed.gov/administrators/SF/BusRuleDocsAndPres/Forms/Business%20Rules%20vs%20Presentations.aspx

4) Fax Machine

School Finance will no longer have access to a fax machine. Please scan in your document and email it to us at schoolfinance@azed.gov.

SAIS Updates

5) FY2014 Monthly Processing Schedule

Monthly processing through the remainder of FY2014 has been scheduled. Monthly aggregation is the processing that ADE performs on the student data to calculate ADM (Average Daily Membership), which is used as a basis for state aid funding. The student data must reside within SAIS to be included in the scheduled aggregation processing. This information is also available on our website under Hot Topics

http://www.azed.gov/finance/2013/08/27/fy-2014-monthly-aggregation-processing-and-integrity-schedule/

Data Submission Deadline	Monthly Processing Start Date	For Charter Payment
February 3, 2014 @ 5 pm	February 4, 2014	March 3, 2014
March 6, 2014 @ 5 pm	March 7, 2014	April 1, 2014
April 7, 2014 @ 5 pm	April 8, 2014	May 1, 2014
May 5, 2014 @ 5 pm	May 6, 2014	June 2, 2014
June 5, 2014 @ 5 pm	June 6, 2014	June 20, 2014

6) SDER: Preliminary TEI reports (SDER96-1) will be posted by February 10, 2014. Corrections may be submitted from February 10th, 2014 to March 10th 2014. New TEI reports will be generated for all school districts by March 14, 2014. Should corrections be necessary after March 14th, the school district must submit a letter explaining the need for the corrections to the Chairman of the Joint Legislative Budget Committee and the Arizona Superintendent of Public Instruction prior to a window being opened for the submission of corrections. All corrections must be completed no later than April 10, 2014 so that the new TEI may be calculated by April 15 for those districts who have made changes after March 14th.

A.R.S. §15-941(D) "D. The superintendent of public instruction shall on or before March 15 notify each school district of its teacher experience index for the budget year. Between March 15 and April 15, a school district may submit corrections to data that it submitted pursuant to subsection C and the superintendent of public instruction on or before April 15 shall recompute the teacher experience index for the district for the budget year using the corrected data…"

7) FY15 Deadline for Operation approval of 200 Day Calendar is June 1. This must be approved and completed each year as a new process. The 200-day calendars are approved one year at a time. If your district or charter intends to offer a 200-day calendar in FY2015, you must, at a minimum:

   a. Submit a letter to Lyle Friesen, Deputy Associate Superintendent of School Finance, and request approval of the 200-day calendar prior to June 1, 2014.
   b. Submit a 200-day calendar for each school within the district/charter holder, which includes a 10 percent increase in annual instructional hours.
   c. Charters requesting a 200-day calendar must have it approved by the Charter Board prior to approval by School Finance.
   d. Budget for a five percent increase in base level support.
   e. Submit the "Optional 200 Day Instructional Calendar Compliance Form" http://www.azed.gov/finance/forms/

8) DSCSs: District Sponsored Chart School Set up and Reporting Guidelines can be found following this link:
   http://www.azed.gov/Administrators/SF/BusRuleDocsAndPres/District%20Sponsored%20Charter%20School%20Setup%20and%20Reporting%20Guidance.pdf
   http://www.azed.gov/finance/files/2011/06/guidance-to-districts-sponsoring-charters-june-2013.pdf

9) Student Detail Reports (SDR): Student level reports are being moved from SDDI to SDR within the Common Logon, as time permits. These reports will pull up much faster than SDDI and will have many available formats. In the CSV export, the data is exported and placed automatically in an Excel spreadsheet (as long as you have Excel on your computer). It's so easy then to filter, sort, and sum data. Please check out our Report Reconciliation presentation (pages 7-10) http://www.azed.gov/Administrators/SF/BusRuleDocsAndPres/Reporting%20Requirements_Final.pdf for additional information on the Student Detail Reports application.

ACCESS NOTE: Everyone who has access to SDDI (Student Detail Data Interchange) has access to the new application and this new report. If you don't have permissions and need the access, then please have your business manager or higher authority contact our Support Center at enterprise@azed.gov with the request.

Transportation Routes

10) Open for 100th day submissions for districts. For those who operate on an approved 200th day school year, transportation routes have been updated to reflect that estimated route miles will not be collected for days 101-200. For those LEAs operating on a typical 180 day equivalent school year, submissions have not changed and estimated route miles continue to be collected for days 101-180. Business rules can be found on our Business Rules and Presentations site. http://www.azed.gov/administrators/SF/BusRuleDocsAndPres/Forms/Business%20Rules%20vs%20Presentations.aspx.

Upcoming Training

11) A Transportation Route webinar is scheduled for January 29th and will start at 10 am. Participants will be able to log in at 9:45 a.m. "Transportation Overview". This will be an overview for the required information for the Transportation Route Reports due after your 100th day of school. The Vehicle Inventory is due in July. Check out HOT TOPICS http://www.azed.gov/finance/ to register for the webinar.

12) Come learn how to reconcile SAIS Reports and about 915s. Two training sessions are scheduled:

The First Session
Date: February 18, 2014
Time: 1:00 pm to 4:00 pm
Where: Arizona Department of Education,
1535 W. Jefferson St., Phoenix AZ 85007
Room: 417
RSVP: by February 11, 2014 to Frances.Cox@azed.gov

The Second Session
Date: March 25, 2014
Time: 1:00 pm to 4:00 pm
Where: Arizona Department of Education,
1535 W. Jefferson St., Phoenix AZ 85007
Room: 417
RSVP: by March 18, 2014 to Frances.Cox@azed.gov

13) Additional Assistance Reduction
1. District Additional Assistance Reduction: The district additional assistance reduction has been finalized and the report is available under HOT TOPICS.
2. Charter Additional Assistance Reduction: The preliminary amounts were included in the charter payment and the final recalculation will be performed once all the charters reach the 100th day.

14) Instructional Improvement Fund
1. **IIF payment:** The FY14 IIF payment one will be released by the end of January. The payment reports will be posted under Hot Topics and under the County Apportionment Reports.

15) Superintendent's Annual Financial Report: The FY 2012-2013 SAFR is available at http://www.azed.gov/finance/reports/#SafrTop

16) Impact Aid Report: School Finance no longer has access to a fax machine. Please email or mail in your Impact Aid report. Email to SFBudgetTeam@azed.gov
 or mail to Xin Liu, School Finance, ADE, 1535 W. Jefferson, Bin 13, Phoenix, AZ 85007

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email schoolfinance@azed.gov

- **SAIS/ADM and Transportation Routes**: A listing of account analysts can be found on the School Finance web site at http://www.azed.gov/finance/ within the "Contact Us" menu.
- **Payment**: Email the School Finance payment team at SFpaymentteam@azed.gov

- **Budget**: Email the School Finance budget team at SFBudgetTeam@azed.gov .